



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Public School Superintendents and Principals, Alternative Education Contacts

From: Kimb Stewart, Alternative Education Specialist

Date: September 10, 2021

Subject: Alternative Education Grant Renewal

The 2021-2022 Alternative Education Grant Renewal Application is now open and will close on **Friday, October 29**.

## Logging In

To log in, click [here](#), and select “2021-22 Alternative Education Grant Application.”

When prompted, use the login: educator2021 and password: renewal2021. On the next page, enter your four-digit school corporation number, then click “LOGIN.” If you do not know your corporation number, you can find it on [INview](#). Make sure you use the **corporation number** and not a school number.

## Completing the Renewal Application

Once you are logged in, you will see a dropdown list that contains previously approved grants for your school corporation that may be renewed. You will need approximately 30 minutes to complete the renewal application. To begin the renewal, select the program you want to work on from the dropdown list. The renewal will load automatically. On the grant renewal page, update the contact information if necessary. If you update the contact information for the program, be sure to check the box for “New Contact Person.” If your alternative education program is a school with an IDOE-assigned school number, include the school number just below the contact information. The school number information is new this year and can be found on the [INview](#) site linked above.

Next, include any additional school corporations that participate in the joint alternative education program under IC 20-26-10. Print the assurances page, have it signed by your superintendent, and then scan and upload the signed assurances as a PDF using the “Choose File” link. Mailed or emailed assurances will not be accepted.

Once the assurances have been uploaded, click the “Start the Survey” button at the bottom of the page. As you go through the survey portion of the grant renewal, be sure to read and update each section. For example, if you plan to offer an evening program for the upcoming year, but do not have session times listed, you will not be able to request reimbursement for students in the evening program on next year’s Full Time Equivalent (FTE) Report.



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There are a few new questions in the survey portion of the grant renewal this year.

- Question 3 asks about summer school. If you will offer summer school during the 2021-2022 academic year and plan to request reimbursement for that portion of your program, you **must** indicate this in the survey. Remember that summer school days may only be claimed for schools or programs that operate in accordance with all alternative education assurances and program requirements.
- Question 5 has new options for the school site or location.
- Question 8 asks you to indicate what your students do if they are in the alternative education program for less than a full instructional day. One of the options is to “Request an instructional time waiver.” If you select that option, you **must** complete section 8(a) Instructional Time Waiver Request.
- Question 12 asks about curriculum and instructional materials. If any part of your program includes home-based learning, be sure to check that box along with any others that apply. If you use computer-based or computer-aided instruction, be sure to check the box and specify the type of program used.

After each section you will have the ability to “Save and Finish Later” or “Continue.” Once all the renewal grant information has been completed, click “Submit.” If an error message appears, correct the item(s) noted and click “Submit” again. After submission, you will have the opportunity to print a hard copy of your grant renewal. If your corporation has multiple programs, you will be able to link to another program by clicking the “Click and take another survey” link. You do not have to complete the entire survey in one session, nor do you have to complete all surveys during the same session.

If you are making significant programmatic changes, contact [Kimb Stewart](#) to determine if the changes can be incorporated into the renewal or if they should be submitted in a new program proposal. In general, adjustments made necessary by COVID-19 will not require a new proposal.

If the renewal is not completed by the Friday, October 29 deadline, the school corporation will need to complete a new program application in order to be eligible for reimbursement for the 2021-2022 academic year.

Technical questions about the grant renewal should be sent to Young Chang at [contact@indianaalternativeeducation.org](mailto:contact@indianaalternativeeducation.org). Programmatic questions about Alternative Education or the grant renewal should be sent to Kimb Stewart at [kstewart@doe.in.gov](mailto:kstewart@doe.in.gov) or 317-232-0957.